

DDI-4125-23/1 ADL  
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1983

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence

FROM : Robert M. Gates  
Deputy Director for Intelligence

SUBJECT : Dissemination of Directorate of Intelligence  
Product

1. This memorandum describes the way we manage dissemination of major finished products, including:

- How we set up distribution lists.
- How we review the system.
- How we respond to requests to increase the number of copies for a customer.

It also describes some steps we are undertaking to provide better control and to reduce the number of copies of such products that are disseminated. [REDACTED]

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#### Establishing Distribution

2. The Office of Current Production and Analytic Support (OCPAS) maintains a computer file of the names, titles, addresses, and clearances of prospective recipients of intelligence products. The file [REDACTED] also lists profiles of the intelligence interests of each potential recipient, coded by subject and geographic area. The profiles are, to the extent possible, prepared in consultation with the individual recipients.

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--Research Papers, Intelligence Assessments, etc. As a first step in determining the dissemination of a DI publication, its subject and geographic area are run against the computer listing of consumer profiles to produce a "suggested list." The producing office then reviews this list to delete names of persons and organizations who--in their judgment--do not have a need to know or an

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interest in the particular product in question, or in some cases who do not have the appropriate clearances. The producing office also may add a few names, if they are aware of officials who have a unique interest. The final list is entered into the computer as a permanent record.

--Serial Publications (e.g.-LA Review, IEEW). These are not handled through the PARDS computer listing. Instead, each producing office prepares a special list for each of its serials, and these are maintained in separate machine files.

### System Review

3. When the automated dissemination listings were initiated in 1981, we assigned the initial subject and geographic profiles on the basis of our collective understanding of consumers' interests. We then followed up with consultations with the key consumers and also modified the profiles in accordance with security and production considerations. Some production offices also have provided new and updated profiles for their primary customers.

4. Last fall OCPAS began a zero-base review of the computer listings. This effort now is nearly complete. For the future, we are implementing a procedure requiring each DI production office to verify quarterly the complete entry in the master file for each of its specific clients.

### Additional Requests

5. As a general rule, we do not disseminate more than one copy to any external recipient unless the recipient is a focal point for distribution within a particular organization. Internally, at the division level or above, we distribute sufficient copies to accommodate subordinate branches but we do not send more than one copy per branch. When we receive requests for additional copies beyond these established guidelines, OCPAS and the producing office evaluate each such request on an individual basis, looking at the purpose for the request and security considerations.

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Changes Being Implemented and Considered

7. We have undertaken several measures in the past year to improve control of finished intelligence dissemination and to make external distribution more effective without expanding the number of copies distributed.

--Senior DI managers have increased their contacts with their counterparts throughout the Executive Branch, and have worked with OCPAS to improve consumer service.

--We are developing an automated mechanism in our computer dissemination listings to differentiate between papers intended primarily for a policy-level audience and papers meant mainly for working levels.

--OCPAS and the Offices of Security and of Research and Development are developing means to discretely mark DI products for security identification and control purposes.

8. We are also examining possibilities for limiting further the number of copies of DI papers printed and distributed, including:

--Potential reductions of internal distribution.

--Requiring non-NFIB and non-NFIC agencies to submit formal requests for our finished intelligence and periodically to update those requests.

--Replacing some intelligence assessments and reports that have small external disseminations with typescript memorandums containing enhanced graphics.

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Distribution:

Original - Addressee

- 1 - DDCI
- 1 - Executive Director
- 1 - Executive Registry
- 1 - DDI
- 1 - ADDI
- 1 - DDI Registry
- 1 - D/CPAS
- 1 - SA/DA [redacted]

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DDI/CPAS [redacted]

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